

New Jersey

Fundamentals of Energy Futures - Princeton E. P., New Jersey

Fundamentals of Energy Options - Princeton E. P., New Jersey

Market Based Management Training, Seven Habits of Highly Effective People

COMPUTER EXPERIENCE

I have experience with a number of computer applications, including the following:

Adobe Acrobat, Adobe Photoshop, Dreamweaver, FrameMaker, Frontpage, Indesign, MemoQ, MetaTaxis, Microsoft Excel, Microsoft Office Pro, Microsoft Word, OmegaT, Powerpoint, SDL TRADOS, SDLX

Capabilities

- *Productive in fast-paced, multi-tasking environment*
- *Dynamic and results-focused with background in international business and the government sector*
- *Excellent negotiation and persuasion skills*
- *Skilled in all aspects of project management from the conceptual stages through the planning, engineering, procurement, construction, and contract closeout stages*

- *Able to take initiative, improve process, and meet time sensitive deadlines*
- *Very proficient in Microsoft Office*
- *Worked in the energy, gas and oil sector as well as in the automotive and engineering field*
- *Great mechanical aptitude and thinking skills*
- *Familiar with ITAR, Import and Export, Anti-boycott, Non-compliance, Buy-America and other regulations*

Accomplishments

- *Responsible for NYC transit project 2000, a multi-million dollar project*
- *Negotiated and managed top 5 accounts, worked in liaison between customer, engineering, management and production*
- *Responsible for hybrid specifications and specification requirements to be carried out by sub-contactors and internal clients*
- *Responsible for in depth details of Crude Oil sales and purchases from the Far East and Middle East, contract negotiation and administrations of issues including logistics, insurance, law, non-performance and such*
- *Received consistently highest scores for excellence in project management, delivered all project management items consistently and on schedule*
- *Negotiated first Heating and Gas Oil contracts with the Russian Government*
- *Identified, tracked and researched all anti-boycott violations*

- *Developed and implemented a marketing plan which resulted in a 400% growth rate over a 3 year span for a governmental agency*

Work History

Freelance Technical Writer and Translator (1986 to present)

Technical Translator/Writer

Translation of patents, manuals, technical and pharmaceutical, Aerospace, Metallurgy, Media, Patents, Commercial, Literary, Law, Business, Finance, Marketing, Investors Relations, Asset Management, Foreign Exchanges, Advertising Sightseeing and medical text (part-time and full-time)

DaimlerChrysler, Canada (1998 - 2000)

Project Manager

- *Responsible for projects from conceptual stages through the planning, engineering, manufacturing, and contract closeout stages*
- *Customer's primary point of contact on projects*
- *Consult and negotiate with customer, engineering, production in depth details of project.*
- *Responsible for NYC transit project 2000.*
- *Responsible for Germany EVO bus 1999-2000 completed all negotiations in bi-lingual environment.*

Koch Petroleum Group (1995 - 1999)

International Contracts Manager

Koch Refining International PTE, LP, Singapore

(1998 - 1999)

- *Negotiated in-depth details of Crude Oil sales and purchases including logistics and insurance, law and non performance issues*
- *Received consistently high scores for excellence in project management, delivered all contract items completely and on schedule*
- *All negotiations and correspondence was done in business English, German and Mandarin*

Koch Supply and Trading, London (1996-1998)

- *Prepared and reviewed contracts for sales/purchases of Crude Oil, Feedstocks, Refined Products and Metals as well as Nymex financial trades and paper-swaps*
- *Negotiated details of sales out of the Splitter Refinery, Breda, Netherlands*
- *Negotiated the first Heating and Gasoil contracts with the Russian Government*
- *Developed tracking and trending reports, which was utilized by senior management, to determine fund and cost savings of projects*

Koch Petroleum Group, Wichita KS (1995)

- *Prepared and presented a comprehensive year growth forecast relative to Refinery and Personnel expansion*

- *Identified, tracked and researched all anti-boycott law violation*
- *Negotiated and managed contracts for Nymex financial trades and paper-swaps*

CACFP (US Board of Agriculture) (1990 – 1995)

Program Director

- *Negotiated and assured compliance of contracts and governmental guidelines*
- *Developed and implemented marketing and public relation plans which resulted in a 400% growth rate over a 3 year span*
- *Organized public educational events, advertising and promotion.*
- *Spoke to community organizations, the Federal and State government to lobby and promote the CACFP*
- *Interviewed, hired, trained and motivated staff, evaluated performance and made recommendations for improvement*

Slawson Oil (1984 - 1989)

Accounting Administrator

- *Maintained timely and accurate payables of \$ 350 million annually*
- *Researched and analyzed documentation on companies to assess solvency and risk factor.*

Volunteer Activities

1994 CASA

- *Child Advocate in juvenile court system*
- *Met with abused or troubled children and adolescent to support and advocate in court*
- *Wrote reports for judge's consideration*

1996 Sedgwick County Extension Services

- *Reconstructed Sedgwick County Zoo's Farm Garden*

1999 Burlington Animal Visitation Program

- *Visited Joe Brant hospital and senior homes with animals as part of the elder care therapy*

2001 Burlington Animal Aid

- *Provide foster care for dogs*

Hobbies and extra curricular activities

- *Avid sailor, hold skipper license*
- *Gardener, completed master gardening program at Sedgwick County Extension Service*
- *Enthusiastic reader and painter*

My rate (per source word):

- *EUR (0.08_0.10) – Translation Rate*
- *EUR 0.05 – Edition Rate*
- *EUR 0.04 – Proofreading Rate*
- *EUR 35.00 – Minimum Charge of Short Projects * Hourly rate: EUR 35*

***REFERENCES FROM PAST EMPLOYEERS
AVAILABLE UPON REQUEST***